

# Government Grant Fund Manual for LWCF, LPRF, and NRTF Grant Projects

2008 Mandatory Workshop



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## LEGISLATIVE AUTHORIZATION

### *Land and Water Conservation Fund (L&WCF)*

The **Land and Water Conservation Fund** (L&WCF) Act of 1965 (Public Law 88-578, 78 Stat 897) was enacted "...to assist in preserving, developing and assuring accessibility to all citizens of the United States of America of present and future generations...such quality and quantity of outdoor recreation resources as may be available and are necessary and desirable for individual active participation..." The L&WCF program provides matching grants through the states to local governments and state agencies that provide recreation and parks, for the acquisition and development of public outdoor recreation areas and facilities. TDEC's Recreation Educational Services Division (RES) will administer the L&WCF grants.

### *Local Parks and Recreation Fund (LPRF)*

The Tennessee Department of Environment and Conservation (TDEC) pursuant to TCA 67-4-409 is authorized, in cooperation with the Tennessee Department of Agriculture (TDOA) and the Tennessee Wildlife Resources Agency (TWRA), to establish the "Local Parks Land Acquisition Fund" - referred to as the **Local Parks and Recreation Fund** (LPRF). The LPRF is to provide grants to all eligible local governmental entities for the purchase of lands for parks and recreation facilities, natural areas, and greenways. The funds may also be used for trail development and capital projects in parks, natural areas, and greenways. At least 60 percent of the funds allocated will go to municipal governments as authorized by the act. TDEC's Recreation Educational Services Division (RES) will administer the LPRF grants.

### *Natural Resources Trust Fund (NRTF)*

The State Treasurer, pursuant to TCA 11-14-304 is authorized to establish the **Natural Resources Trust Fund** (NRTF). The NRTF was created by the General Assembly "to protect the endowment represented by the land and minerals owned by the State; and to ensure that development of state-owned non-renewable resources will proceed in a manner which is economically sound, and that revenues received from disposal of those resources will be used for the long term public interest." Grants from the NRTF may be awarded to all eligible local governmental entities and state areas for outdoor recreation, historical or archaeological sites, the acquisition of lands, waters, or interests in lands and waters. TDEC's Recreation Educational Services Division (RES) will administer the NRTF grants.

## DEFINITIONS

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### DEFINITIONS

ISSUE DATE: OCTOBER 1, 2008

MARK TUMMONS, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION

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The following definitions apply to terms as they appear in these policies.

**ACCOUNT TECHNICIAN:** The RES staff member responsible for processing reimbursement requests.

**ACKNOWLEDGEMENT SIGN:** Required signage displayed at grant site during construction and a permanent sign when the project is complete. The sign recognizes the funding sources.

**AMERICANS WITH DISABILITIES ACT (ADA):** The ADA extends federal civil rights protection to people who are considered “disabled”. Its purpose is to eliminate discrimination against individuals with disabilities.

**AMENDMENT:** A formal revision of the grant contract requiring the signatures from the grantee’s authorized representative, the Commissioner of the Tennessee Department of Environment and Conservation. (TDEC), the Commissioner of Finance and Administration, and the Comptroller.

**APPRAISAL:** An evaluation performed by a licensed real estate appraiser to establish the fair market value of a specified parcel of land. A written statement independently and impartially prepared by a qualified appraiser setting forth an opinion of defined value of an adequately described property as of a specific date, supported by the presentation and analysis of relevant market information.

**AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH FORM):** A form which is submitted with the grant contract which enables funds to be deposited electronically into the grantee’s account. A voided check or deposit form should be included with the form.

**AUTHORIZED SIGNATURE:** The signature of the grantee’s representative, usually the local or County Mayor, or the Commissioner of TDEC, whichever is appropriate for the situation.

**BILLINGS:** Invoices from vendors to grantees.

**BOUNDARY MAP:** The map, which outlines the surveyed boundaries of the project site. Anything within that boundary map will be considered parkland in perpetuity and must follow L&WCF/LPRF/NRTF requirements.

**1.00 DEFINITIONS**

**(Continued)**

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**CDBG: COMMUNITY DEVELOPMENT BLOCK GRANT:** A grant from Economic and Community Development (ECD).

**COMMISSION:** The Conservation Commission/Grant Input Committee unless otherwise stated.

**COMMISSIONER:** The Commissioner of the Tennessee Department of Environment and Conservation or his/her designee.

**CONTRACT:** The grant contract between the Department and the grantee.

**C.O.E.:** Corps of Engineers.

**COST ESTIMATE:** The budget portion of the grant contract.

**DEPARTMENT:** The Tennessee Department of Environment and Conservation (TDEC).

**DEPARTMENT REVIEWER:** The Department employee responsible for reviewing and subsequently approving/disapproving all appraisal reports submitted with regard to the grant projects.

**DIRECTOR:** The Director of the Recreation Educational Services Division or designee. The Director serves as the Commissioner's designee unless otherwise stated.

**Easement:** An interest in land owned by another that entitles its holder to a specific limited use or enjoyment; a right of use over the property of another. An easement does not give the holder a right of "possession" of the property, only a right of use.

**EFO:** Environmental Field Office.

**FHWA:** Federal Highway Administration.

**GRAND DIVISION:** One of the three divisions of the State of Tennessee (East, Middle, or West).

**GRANTS ADMINISTRATOR:** The RES staff member responsible for managing the grants through RES.

**GRANTS ANALYST:** The RES staff member responsible for managing the land acquisition, construction contracts and bid documentation.

**GRANT START DATE:** The beginning of the grant term as identified in the RES grant contract.

**INSPECTIONS:**

**PROGRESS INSPECTION:** conducted after construction has started and before it is complete.

**FINAL INSPECTION:** conducted after construction is complete and grantee has submitted Project Completion Certification Form.

**POST COMPLETION INSPECTION:** conducted about every five years after project completion to

assure continued compliance with grant requirements.

**LAND AND WATER CONSERVATION FUND (L&WCF):** The L&WCF is a federally funded grant program, which provides funding for the acquisition and/or development of land for public outdoor recreation.

**LEGAL DESCRIPTION OF PROPERTY:** A statement containing a designation which identifies land through metes and boundaries according to a system set up by law or approved law.

**LOCAL PARKS AND RECREATION FUND (LPRF):** The LPRF is a State funded grant program, which provides funding for the acquisition or development of land for public recreation.

**NLU:** Notice of Limitation of Use. Notice recorded with deed that restrictions exist on the use of the property.

**NPS:** National Park Service.

**NATURAL RESOURCES TRUST FUND (NRTF):** The NRTF is a State funded grant program, which provides funding for the acquisition of lands, waters, or interests in lands and waters.

**OGC:** The Office of General Counsel for TDEC.

**PARTAS:** The Parks and Recreation Technical Advisory Service section of RES.

**PARTAS CONSULTANT:** A member of the Parks and Recreational Technical Advisory Service section of RES. Each consultant is responsible for a designated region of the state.

**PARTAS MANAGER:** The RES staff member responsible for managing the technical assistance aspects of the grants through RES.

**PRE-DESIGN MEETING:** Required review of the grant project design prior to bid between PARTAS, Grantee, and the architect/engineer.

**PROJECT SPONSOR:** The Local or County Mayor who represents the city/town or county that received a parks and recreation grant.

**Real Estate Donation:** Voluntary transfer in fee simple of interests in and title to, property to another who receives it without paying for it.

**RECREATION PLANNING MANAGER:** The RES staff member responsible for providing assistance in planning, environmental review, and public input for the grants through RES.

**RES:** The Recreation Educational Services Division of the Department of Environment and Conservation

**REIMBURSEMENT REQUEST:** The form filled out by the grantee and sent to RES to request allocated grant funds for work on the project.

**RECREATIONAL TRAILS PROGRAM (RTP):** The federal grant program that funds trail related projects, which is administered by RES.

**SCOPE:** The portion of the grant contract describing the intent and purpose of the project.

**SECTION 504 OF THE REHABILITATION ACT OF 1973:** This Act assures that no qualified handicapped person will, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives federal financial assistance.

**SUB-CONTRACTOR:** Any business or individual who has a direct contract with the grantee to perform work on the grant project. This does not include materials suppliers that supply for example gravel for a project, nor a plumbing company under contract with a general contractor to provide plumbing work.

**SURVEY:** A survey of the project property conducted by a registered land surveyor. It should possess a North arrow and show the signature of the surveyor and the date of the survey.

**TDEC:** Tennessee Department of Environment and Conservation.

**TDOA:** Tennessee Department of Agriculture

**TDOT:** Tennessee Department of Transportation.

**TERM:** The defined time period for the project in which expenses are eligible for reimbursement as stated in the grant contract.

**TITLE VI OF THE CIVIL RIGHTS ACT OF 1964:** Title VI of this Act assures that no person in the United States will, on the grounds of race, religion, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives federal financial assistance.

**TVA:** Tennessee Valley Authority

**TWRA:** Tennessee Wildlife Resource Agency

**Quitclaim Deed:** A conveyance operating to pass any title, interest, or claim which the grantor may have in the property, whether or not title is valid.

**UNIFORM FEDERAL ACCESSIBILITY STANDARDS:** This document sets standards for facility accessibility by physically handicapped persons for federal and federally funded facilities.



# **STEP 1**

## **GRANT CONTRACT APPROVAL**



**NO WORK CAN PROCEED, NOR ANY FUNDS  
REIMBURSED ON THE GRANT PROJECT,  
UNTIL THE GRANT CONTRACT IS FULLY  
EXECUTED BY THE STATE OF TENNESSEE,  
SIGNED AND RETURNED TO THE GRANTEE.**

**1.01 GRANT CONTRACT**

**ISSUE DATE: OCTOBER 1, 2008**

**MARK TUMMONS, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** All grantees will contract with the Department in order to receive the allocated grant funds. This contract will contain, at a minimum, the following information:

- A. Scope of Services
- B. Payment Terms and Conditions (including Budget)
- C. Term
- D. Standard Terms and Conditions
- E. Special Terms and Conditions

**PROCEDURE:** The Grants Administrator will develop the contracts and upon completion of all necessary project requirements, four copies of the grant contract will be sent to the grantee for authorized representative's signature (usually the Mayor of the city or county). After receipt of the signed contracts with the authorized representative's signature, the Director of RES will forward them to the Commissioner of TDEC for approval. The contracts will then be forwarded to Finance and Administration and the Comptroller's Office for additional signatures. An original, signed copy will be returned to the grantee for the project file.

Note that if the grantee requires additional signatures on the original grant, that signatures from those positions with the grantee must be included on any amendments.

**1.02 GRANT TERM**

**ISSUE DATE: OCTOBER 1, 2008**

**MARK TUMMONS, CPRP, DIRECTOR  
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TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** The grantee will have no more than three years from the approval date of the grant contract to complete the scope of the project for a development project, and no more than one year to complete an acquisition project.

**NOTE:** There are no longer any grant term extensions. Grantees have only three years to complete the project. No exceptions will be made.

**1.03 AMENDMENTS**

**ISSUE DATE: OCTOBER 1, 2008**

**MARK TUMMONS, CPRP, DIRECTOR  
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TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** A change or alteration to any part of the grant contract requires a contract amendment. Amendable sections include the scope and the budget. Requests to amend the contract must come from the grantee through a letter addressed to the Director of RES. The PARTAS consultant will review with the grantee any issues or concerns before the amendment is approved or rejected. All amendments must be signed by the grantee and forwarded to the Director of RES. They are then routed within the Department to obtain appropriate signatures. The amendment must be signed by the Commissioner of TDEC to become effective.

**PROCEDURE:** The amendment request must contain justification to amend the original contract along with documentation indicating that the grantee explored all possible alternatives to the proposed action. If the proposed amendment is not approved, the appropriate PARTAS consultant will assist the grantee in finding alternative means to alleviate the problem. If the proposed amendment is approved, the Director of RES will refer the amendment to the Grants Administrator for processing. Four copies of the proposed amendment will be sent to the grantee for signature. After obtaining the authorized representative's signature (usually the local or County Mayor) on all four copies, the grantee will return the proposed amendments to the Director of RES for the Commissioner's signature. The amendment will then be forwarded for signatures from the Commissioner of Finance and Administration and the Comptroller.

An original, signed copy will be returned to the grantee for the project file. **All requests for amendments must be received no later than 120 days before the grant expiration date.**

The Director of RES may sign requests that are for budget revisions only. A budget revision does not alter the amount of the total grant award, or the scope of the project, but shifts funding levels of line items in the budget.

Any proposals to change sites, or significantly alter the scope of the grant project, will be reviewed on a case-by-case basis and will be rescored by RES, because the project no longer represents the original grant application. Written approval is required before work begins on a new site or project scope.

Note that if the grantee requires additional signatures on the original grant contract, then signatures from those same positions with the grantee must be included on any amendments.

**REFERENCE DOCUMENT:**

**NECESSARY FORM:**

**1.04 BUDGET**

**ISSUE DATE: OCTOBER 1, 2008**

**MARK TUMMONS, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** The Budget, “Attachment A” of the Contract, contains the line items, which make up the total project amount including the grant amount and the grantee’s match amount. These line items are to be used when designating expenditures. There is to be no overmatch shown on the part of the grantee, as all documentation must reflect 50% reimbursement on all applicable expenditures. Contingency funds are not applicable expenditures for reimbursement and must not appear as part of the budget estimate.

**PROCEDURE:** The Budget has been developed with the assistance of the appropriate PARTAS Consultant. It should reflect the expenditures necessary to complete the project as it is listed in the contract scope. The Grants Administrator will attach the approved budget to the contract. Budget revisions (requests for Line Item changes) may be submitted in writing to the Director of RES. Please see Section 1.03 (Amendments) for details. Approval may be granted provided the scope of the project and the total budget is not affected.

**1.05 NOTICE OF LIMITATION OF USE**

**ISSUE DATE: OCTOBER 1, 2008**

**MARK TUMMONS, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** The grantee will record the *Notice of Limitation of Use (NLU)* against the deed prior to requesting reimbursement.

**PROCEDURE:** An authorized signature, usually the Mayor of the municipality or the County, must appear on the NLU with the date. The NLU is then taken to the local Register of Deeds, who records and stamps it. The grantee will submit the recorded NLU to RES prior to submittal of or along with the first grant reimbursement. If the project will be located on land owned by the grantee (as opposed to land being leased from another government entity) no reimbursement will be processed prior to the NLU being recorded against the deed for the property.

**REFERENCE DOCUMENT:**

**NECESSARY FORM:** *NOTICE OF LIMITATION OF USE*



## NOTICE OF LIMITATION OF USE

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### **FOR LWCF:**

The property identified in the attached general warranty deed has been acquired or developed with federal financial assistance provided by the National Park Service of the Department of the Interior in accordance with the Land and Water Conservation Fund Act of 1965, as amended, 16 U.S.C. 4601-5 et seq. (1970 ed.). Pursuant to a requirement of that law, this property may not be converted to other than public outdoor recreation uses (whether by transfer, sale, or in any other manner) without the express written approval of the Secretary of the Interior. By law, the Secretary shall approve such conversion only if he finds it to be in accord with the then existing comprehensive statewide outdoor recreation plan and only upon such conditions as he or she deems necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonable equivalent usefulness and location.

### **FOR LPRF:**

The property identified in the attached general warranty deed has been acquired or developed with state financial assistance provided by the Local Parks and Recreation Fund (LPRF) pursuant to TCA 67-4-409. This property may not be converted to other than public recreation uses (whether by transfer or any other means) without the express written approval of the Commissioner of the Tennessee Department of Environment and Conservation, the Commissioner of the Department of Agriculture, and the Executive Director of the Tennessee Wildlife Resources Agency.

### **FOR NRTF:**

The property identified in the attached general warranty deed has been acquired or developed with state financial assistance provided by the Natural Resources Trust Fund (NRTF) pursuant to TCA 11-14-304. This property may not be converted to other than public recreation uses (whether by transfer or any other means) without the express written approval of the Commissioner of the Tennessee Department of Environment and Conservation.

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**FOR RTP:**

If the public property identified in the attached general warranty deed has been acquired or developed with federal Safe, Accountable, Efficient Transportation Equity Act- a Legacy for Users, (SAFETEA-LU) Recreational Trails Program (RTP) assistance through the Federal Highway Administration (FHWA). In accordance with this act, the state may decide to protect this project under 6(f)(3) of the Land and Water Conservation Fund Act of 1965, as amended, 16 U.S.C. 4601-5 et seq. (1970 ed.). Pursuant to a requirement of that law, this property may not be converted to other than public outdoor recreation uses (whether by transfer, sale, or in any other manner) without the express written approval of the Secretary of the Interior. By law, the Secretary shall approve such conversion only if he finds it to be in accord with the existing comprehensive statewide outdoor recreation plan and only upon such conditions as he or she deems necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonable equivalent usefulness and location. If a project is located on private lands that may include an easement or lease, the state requires a twenty-five year minimum commitment for public use.

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*Authorized Signature (usually Mayor or Agency Director if State or Federal Application)*

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*Printed Name and Title*

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*Applicant*

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*Address*

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*Phone Number*

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*Date*

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**1.06 APPRAISAL REVIEW**

**ISSUE DATE: OCTOBER 1, 2008**

**MARK TUMMONS, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** Acquisition projects or projects using land value as the grantee's match portion of their contract budget, must submit two copies of an appraisal to the Grants Analyst, RES. A State of Tennessee licensed/certified real estate appraiser must prepare the appraisal in accordance with the guidelines established in accordance with the L&WCF Manual. The appraisal must determine the estimated fair market value of the project site. L&WCF/LPRF/NRTF/RTP funds may not be used for condemnation or for the power of eminent domain.

**PROCEDURE:** The date of the appraisal must not be earlier than one year prior to the first day of the grant term in the contract. RES will review and subsequently approve/disapprove the submitted appraisal. The appraisal must be approved in order for the grantee to receive reimbursement. Additionally, L&WCF project appraisals must be reviewed by the NPS. The Grants Analyst will monitor the process and send the results of the appraisal review to the grantee. All appraisals must be submitted within **180 days** of the first day of the grant term.

**Note that no grant funds may be obligated or expended to acquire any interest in real property through condemnation or the power of eminent domain.**

**REFERENCE DOCUMENT:** LWCF Manual, Chapter 4(D) –Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

**NECESSARY FORM:**

1.07 ENVIRONMENTAL REVIEW

ISSUE DATE: OCTOBER 1, 2008

MARK TUMMONS, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION

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**POLICY:** The project site must have received a complete environmental review and clearance prior to receiving a grant contract. The grantee has six weeks from the grant award workshop to complete the environmental review and resolve any issues. Failure to meet this deadline may eliminate funding for the grant award. Once it has been determined that the project does not conflict with the environmental standards set forth by the state and federal regulatory agencies, the grantee will receive a grant contract for signature and final approval and funds will be released and project development may begin. Allocation of grant funds is contingent upon successful completion of the environmental review process.

**PROCEDURE:** The applicant will prepare and distribute the environmental review materials to the appropriate agencies. This information is provided by the grantee in either the pre application or the original application. The agencies participating in the review include the following:

Environmental Review Agency

Grant Program

TDEC, Division of Archaeology  
TDEC, Division of Natural Areas  
TDEC, Division of Underground Storage Tanks  
TDEC, Tennessee Historical Commission  
TDEC, Division of Remediation  
U.S. Fish & Wildlife Service  
U.S. Army Corps of Engineers

L&WCF, RTP, LPRF  
L&WCF, RTP, LPRF  
L&WCF, RTP, LPRF  
L&WCF, RTP, LPRF  
L&WCF, RTP, LPRF  
L&WCF, RTP, LPRF  
L&WCF, RTP, LPRF

**Schedule:** RES staff review and check all environmental clearance letters. This process takes approximately 30 days. RES will contact all communities that, after initial review, have the potential for funding, but do not have all their environmental clearance letters, regarding the documents they need to send to RES. Results of the reviews will be sent to the grantees in the form of a letter outlining the findings and any further necessary action. If further action is necessary, the grant contracts will not be released until the grantee has obtained environmental clearance from RES in writing. Failure to act promptly to resolve environmental clearances can jeopardize funding. **The grantee must receive in writing from RES that the project has environmental clearance before any work can start on the project.** The grantee is solely responsible for complying with all local, state, and federal environmental regulations and standards. Should any concerns arise, the staff environmental reviewer will notify the grantee and the Director, appropriate PARTAS consultant, and Grants Administrator of RES.

The Federal National Environmental Policy Act (NEPA) requirements apply to L&WCF applicants. If letters from the above listed agencies do not indicate significant issues, L&WCF applicants must prepare a request for categorical exclusion (CE) to RES for the NPS's concurrence and approval. If significant environmental impacts are anticipated by the above listed agencies, the applicant is responsible for preparation of an environmental assessment or environmental impact statement (EIS) in accordance with NEPA. These requirements should have been completed during the application phase of the grant. Final environmental clearance is contingent upon authorization from the National Park Service (NPS) for L&WCF grants. An authorization letter will be sent to the all grantees from RES upon final environmental clearance.

# **STEP 2**

## **DESIGN AND**

## **CONSTRUCTION**



## DESIGN AND CONSTRUCTION 2.0

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### 2.01 GRANT PROGRESS

ISSUE DATE: OCTOBER 1, 2008

**MARK TUMMONS, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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Policy: The grant contract requires that the grantee start work on the project, and report progress to PARTAS/RES within 6 months of contract start date.

Section E of the grant contract states:

Acquisition or Construction. The Grantee agrees to proceed with acquisition or construction necessary to this project within 180 days from the date of the Grant approval, as indicated on the signature page of this Grant. Satisfactory compliance with this requirement shall be the start of actual construction if the project is a construction project or official transfer of title if an acquisition project. If Grantee fails to proceed within the said 180 days, the Commissioner of Environment and Conservation may at his/her discretion, cancel and/or withdraw the Grant. Judgment as to what constitutes a satisfactory act of acquisition or construction is within the sole discretion of the Commissioner of Environment and Conservation.

**Examples of acceptable grant progress are:**

Architects/Engineers are designing and developing construction documents.

Advertisement for bids is sent out.

Groundbreaking

Appraisal and Survey work is complete.

**2.02 DESIGN**

**ISSUE DATE: OCTOBER 1, 2008**

**MARK TUMMONS, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** The grantee will provide the following at a design review meeting with the appropriate PARTAS consultant, design/construction documents, evidence of a public input meeting to develop the design of the project, and a construction/work schedule for the project. RES will not process any grant reimbursement requests without documentation by the PARTAS consultant that the grantee held the design review meeting and provided necessary evidence of a public input meeting held after the grant announcement date and a construction/work schedule. The grantee must provide the final design documents pertinent to the grant project to RES prior to construction.

Public input meeting should include:

1. Diverse representation of citizens, including minorities and persons with disabilities.
2. Opportunities for citizens to voice concerns, suggestions, and comments regarding the project throughout its development. Avenues of communication may include boards, special committee meetings, public hearings, news media, surveys, etc.
3. Opportunities for citizen involvement in the development of the grantee's project (volunteers, donations, etc.).
4. Marketing tools to educate the citizens about the project and available resources they will have access to once the project is complete.

For assistance with the public input process, the grantee should contact the appropriate PARTAS consultant.

Construction/Work Schedule should represent the grantee's estimate of start of construction, stages of construction, and completion date. PARTAS consultants will monitor the project utilizing this schedule.

**PROCEDURE:** The grantee will contact the appropriate PARTAS consultant, or other RES technical staff for assistance and design review. The consultant will review the request with all appropriate RES staff and provide grantee with comments from the review. If the design receives approval from RES, then the PARTAS consultant will provide written documentation to the Grants Administrator that the grantee met design review requirements. All construction must implement proper erosion and sediment control measures.

**2.03 SUB-CONTRACT APPROVAL**

**ISSUE DATE: OCTOBER 1, 2008**

**MARK TUMMONS, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** The grantee has a contract with RES/TDEC for the applicable project, any contracts the grantee has with individuals and/or businesses providing services to the project are defined as sub contracts. Material suppliers are not considered sub-contractors. Grantees may not enter into any sub-contract(s) pertaining to any services required for this grant without the prior approval of RES. Minimum requirements for these sub-contracts are found in section D(5) of the grant contract.

**Examples:** Sub contracts with the grantee for review by RES/TDEC would include, but are not limited to, General Contractors, Engineering/Architect, Development District administration contracts, management contracts with private non-profits such as YMCA, Boys and Girls Clubs, Rotary Clubs, etc.

**PROCEDURE:** All proposed sub-contracts pertinent to the grant project will be submitted to the Grants Analyst for review. The LPRF grant contract should be added to the sub-contracts, or the addition of sections D.6. through D.10. of the LPRF contract. RES and the Legal Counsel for the Department will give additional review if it is deemed necessary. If the sub-contract is not approved, written justification will be provided outlining any and all problems. Resubmission will be allowed.

**REFERENCE DOCUMENT:** Grant contract section D(5).

**NECESSARY FORM:** Certification of Contractor

**2.04 PRE-CONSTRUCTION BID CERTIFICATION**

**ISSUE DATE: OCTOBER 1, 2008**

**MARK TUMMONS, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** The grantee must follow locally adopted or state adopted bidding and procurement procedures on any sub-contract pertaining to the grant project valued at \$10,000 or more. If there are no written local bidding and procurement procedures, then the grantee must have a contract for work valued at \$10,000 or more. All final plans and specifications that involve preparation fees totaling \$10,000 or more that are used in conjunction with the grant project must be prepared and certified by an insured and registered landscape architect, architect, or engineer. These plans/specifications must meet all applicable federal, state and local codes, and current design practices. All sub-contracts pertinent to the grant project must have prior State approval. (See 2.03)

**PROCEDURE:** The grantee will submit to the Grants Administrator any applicable required permits, specifications, invitation to bid showing advertisement, copies of bidding procedures, bid tabulation form, and bid award. Copies of sub-contracts are necessary for review and processing through the Director of RES.

**2.05 PROCUREMENT**

**ISSUE DATE: OCTOBER 1, 2008**

**MARK TUMMONS, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** The grantee will secure goods and services pertinent to the grant project according to local ordinance or agency adopted procurement procedures.

**PROCEDURE:** The grantee will refer to local ordinance or agency adopted procedures for the procurement of goods and services. If there are no local or agency procurement procedures available, the grantee should follow state procurement procedures.



**2.06 SUB-CONTRACTOR AUTHORIZATION**

**ISSUE DATE: OCTOBER 1, 2008**

**MARK TUMMONS, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** Since the grant contract is between the grantee and the Department, RES is authorized to communicate only with the grantee on issues or concerns regarding their project. Sub-contractors, or private consultants hired by the grantee may not communicate directly with RES without prior written authorization from the grantee. The sub-contractors work solely for the grantee on the project. The authorization will remain in effect only for the term of this grant. During the application phase, prior written authorization from the grantee is required for any sub-contractor to communicate with RES on behalf of the grantee. This authorization may remain in effect for the term of the grant only.

**PROCEDURE:** Should the grantee hire sub-contractors or private consultants to manage, administer, or plan the grant project, a letter authorizing RES to communicate with said parties must be sent to the Grant Administrator immediately upon entering into a contractual relationship. This letter should also contain information detailing the specific responsibilities/authority of said parties, and must be signed by the grantee. Until this letter has been received, RES will communicate only with the grantee.

**2.07 SMALL, MINORITY, AND WOMEN'S BUSINESSES**

**ISSUE DATE: OCTOBER 1, 2008**

**MARK TUMMONS, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** In accordance with Federal Executive Order 11625 dated October 13, 1971, and Executive Order 12138 dated May 18, 1979, the grantee must make a good faith effort to include participation from minority and women's businesses in sub-contract awards. Goals for participation are 7% minority and 1% women.

**PROCEDURE:** The following steps are to be utilized when soliciting contractors:

- a. Minority and women's business enterprises are to be included on all potential contractors' lists.
- b. When feasible, divide total project requirements into small tasks or quantities to allow the participation of small, minority, and women's businesses.
- c. Where possible, establish delivery schedules, which will encourage participation of small, minority, and women's businesses.
- d. When possible, utilize the services of the Small Business Administration and the Minority Business Development Agency of the U.S. Department of Commerce.
- e. Require sub-contractors to solicit small, minority, and women's businesses.

Any concerns will be reported to the appropriate TDEC staff member.

**REFERENCE DOCUMENT:** Executive Order 11625, Executive Order 12138, Directory of Minority and Female Contractors, Suppliers and Services listing may be downloaded at <http://www.state.tn.us/ecd/pdf/cdbg/2005FHEO.pdf>, and the most recent Disadvantaged Business Enterprise listing may be downloaded by going to the following website: <http://www.tdot.state.tn.us/construction>, then clicking on "Certified DBE List".

**NECESSARY FORM:**

**2.08 SIGNAGE**

**ISSUE DATE: OCTOBER 1, 2008**

**MARK TUMMONS, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** The grantee is responsible for providing appropriate signage no less than 2' by 2' at a prominent location at the project site indicating the following information:

- a. Grantee's name,
- b. Source of grant funding (i.e., L&WCF/LPRF/NRTF) with reference to the Department, and

In the case of an L&WCF grant, an official sign is required at all project sites. This sign is available through RES.

For all L&WCF/LPRF/NRTF projects, a temporary acknowledgement sign must be at the project site within 90 days of the first day of the grant term. A permanent sign must be installed and maintained upon completion of the project as indicated by the Project Completion Certification (PCC) form. This sign is available through RES, although the grantee may choose to prepare their own.

Other required signage: EEOC, Title VI, Section 504 (ADA) preferably posted at each grant project location, minimum acceptable at grantee's office (City Hall , County Mayor's office, or County Courthouse) in a prominent location.

**PROCEDURE:** The grantee is responsible for contacting the appropriate PARTAS consultant for assistance in obtaining the necessary sign(s).

**2.9 WORK STOPPAGES**

**ISSUE DATE: OCTOBER 1, 2008**

**MARK TUMMONS, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** The appropriate PARTAS consultant is to be notified immediately in writing or by electronic mail if construction is ceased for 30 consecutive days, or if the construction/work schedule supplied to PARTAS during the design meeting deviates more than 60 days.

**PROCEDURE:** The grantee must provide written justification for the stoppage to the PARTAS consultant if construction is ceased for 30 consecutive days, or anticipation of deviation of more than 60 days from supplied construction/work schedule for the project. The PARTAS consultant will inform the Grants Administrator.

# **STEP 3**

## **PROJECT FINANCES AND REIMBURSEMENTS**



**3.01 MATCH REQUIREMENTS**

**ISSUE DATE: OCTOBER 1, 2008**

**MARK TUMMONS, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** The grantee must match the grant funds with an equal amount of funds. Eligible matching sources are as follows:

- a. Cash (General fund, donations, fundraisers, etc.)
- b. In-kind services (force account, volunteers), materials, and equipment use costs
- c. Other grants from private foundations or non-profit organizations. Ineligible grants are: L&WCF/LPRF/NRTF grant funds, Legislative line item appropriations, or other state and/or federal grants for example: SAFETEA-LU (Safe, Accountable, Efficient, Transportation Equity Act) enhancement funds Urban Forestry grants, Corps of Engineers, Community Development Block Grants, Art or Historical Commission Grants, etc.
- d. LPRF: the appraised value of a land acquisition acquired by the grantee not previously dedicated to recreation.
- e. L&WCF: The appraised value of donated real property. A third party must donate the land for an eligible match. This acquisition must occur after grant award.
- f. LPRF: The appraised value of donated real property.
- g. City or county owned property previously dedicated to recreation cannot be used as match.
- h. No funds deposited in the state lands acquisition fund from the tax levied by subsection (a) of TCA 67-4-409 shall be obligated or expended to acquire any interest in real property through condemnation or the power of eminent domain.
- i. Conservation easements, other easements or leases cannot be used as match. However, permanent easements can be used as a match.
- j. LPRF cannot be matched by other state/federal funds such as state funded prisons, the National Guard, etc.
- k. Whether or not FEMA can be a match will be considered on a case-by-case basis.
- l. TVA funds may be used due to TVA no longer being federally funded.

**PROCEDURE:** Appropriate documentation is to be submitted to RES with the reimbursement requests indicating the funding source. The Account Technician will review said documentation and will alert the Director of RES should any concerns arise.

**3.02 COST LIMITS**

**ISSUE DATE: OCTOBER 1, 2008**

**MARK TUMMONS, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** Project planning expenses (i.e., grant administration, architectural and engineering fees, permit fees, project inspection, etc.) are eligible costs provided the total does not exceed fifteen percent (15%) of the total of the grant project's cost.

Donated labor will be counted at minimum wage except those that are working in their professional capacity (plumber, electrician, etc). Labor will be counted at fair market value if the individual is working in their professional capacity. Donated equipment will be valued at the fair market rate of its rental.

Trail development and acquisition/donation costs are allowed up to one year before the first day of the grant term. Included are appraisals, surveys, boundary maps, topographical maps and title searches, the total of which should constitute no more than fifteen percent of the total grant project.

Overhead costs are not reimbursable.

**PROCEDURE:** Planning costs are listed as a budget line item in the cost estimate of the project. The Grants Administrator and Account Technician will review documentation provided by the grantee for said expenses and will alert the Director of RES should any concerns arise.

**3.03 REIMBURSEMENTS**

**ISSUE DATE: OCTOBER 1, 2008**

**MARK TUMMONS, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** The grantee is limited to a maximum of one reimbursement per month on expenditures made in concurrence with the scope of the project and the budgeted line items. Except for the final reimbursement, the amount of the request must be at least \$2,500. Supporting documentation in the form of cancelled checks, invoices, and signed donation letters are required to verify any and all expenditures submitted for reimbursement. Reimbursement will be 50% of the total expenditures up to the grant amount. Final reimbursement on a project must be requested no more than 45 days after the expiration date of the project.

In the event that the grantee anticipates a cost overrun in a line item, the grantee may request revisions of the Grant Budget Line Items by letter to the Director of RES, giving all details supporting such request. The requested budget line item revisions may not increase the total Grant Budget and they must be compensated by cost reductions in other line items as the total budgeted amount must remain the same. Overruns in line items may not be made without prior written approval from the State.

A Budget revision should be requested if the grantee either exceeds the line item by ten percent, or \$5,000.00, whichever is less.

If the project will be located on land owned by the grantee (as opposed to being leased from another government entity), recording of the Notice of Limitation of Use (NLU) must occur before the grantee requests reimbursement. The local Register of Deeds usually records the NLU against the deed.

No more than 85% of the total budget will be reimbursed prior to final inspection. The grantee must submit the Project Completion Certification to notify RES that the project is complete and is ready for a final inspection. No final reimbursement will occur until after the receipt of the Project Completion Certification and verification of the final inspection with project approval by the appropriate PARTAS consultant.

**PROCEDURE:** Reimbursement requests will be submitted to the Director of RES. Requests must be made in the specified format utilizing the appropriate forms and supplying the required supporting documentation (see Section 3).

**REFERENCE DOCUMENT:** “Reimbursement Requests Procedure Guide”

**NECESSARY FORM:** Expenditure Report, Request for Reimbursement, Individual Accountability Report (see Section 3)





**TENNESSEE DEPARTMENT OF ENVIRONMENT & CONSERVATION  
REQUEST FOR GRANT REIMBURSEMENT**

NAME AND ADDRESS OF  
GRANTEE

REQUEST NUMBER

REQUEST ENDING DATE

Grant Number: \_\_\_\_\_ Vendor Number: \_\_\_\_\_

Grant Term-From: \_\_\_\_\_ To: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

LINE ITEMS  
(Must Match  
Attachment A  
of Grant Contract)

A  
TOTAL  
CONTRACT  
BUDGET

B  
YEAR TO DATE  
EXPENDITURES  
THROUGH

(Month/Day/Year)

C  
CASH REQ'D OR  
EXPENDITURES  
(For RES use only)

D  
PRIOR  
REIMBURSEMENT  
REQUESTS

E  
TOTAL CURRENT  
EXPENDITURES

F  
APPROVED FOR  
PAYMENT  
(For RES use only)

|               |  |  |  |  |  |  |
|---------------|--|--|--|--|--|--|
| 1.            |  |  |  |  |  |  |
| 2.            |  |  |  |  |  |  |
| 3.            |  |  |  |  |  |  |
| 4.            |  |  |  |  |  |  |
| 5.            |  |  |  |  |  |  |
| 6.            |  |  |  |  |  |  |
| 7.            |  |  |  |  |  |  |
| 8.            |  |  |  |  |  |  |
| <b>Totals</b> |  |  |  |  |  |  |

I certify to the best of my knowledge and belief that the data above is correct, all expenditures were made in accordance with the contract conditions, and payment is due and has not been previously requested.

For RES use only: X \_\_\_\_\_ %

Total Reimbursement Due: \$ \_\_\_\_\_

GRANTEE'S AUTHORIZED SIGNATURE:

RES's AUTHORIZED CERTIFICATION:

Percent of Grant Reimbursed: \_\_\_\_\_ %

(usually the Mayor)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

FOR RES USE ONLY:

Title: \_\_\_\_\_

Title: Director

Allotment Code: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Cost Center: \_\_\_\_\_



## EXPENDITURE REPORT

GRANT NUMBER: \_\_\_\_\_

**PROJECT TITLE:** \_\_\_\_\_

**(FROM ATTACHMENT A OF GRANT)**

**Note: Expenditures from vendors and Individual Accountability Reports must be included.**  
CN-0429 (Rev. 08/05)

RDAs 2314 and 2316



# DEPARTMENT OF ENVIRONMENT AND CONSERVATION

## INDIVIDUAL ACCOUNTABILITY REPORT

Employee or Volunteer's Name (Printed)

Grant Number

**Check One:**

- ☐ Force Account/City Worker  
☐ In-Kind/Volunteers\*

Social Security Number

Project Title

### SALARIES AND WAGES

| DATE   | WORK DESCRIPTION | HOURS | RATE OF<br>PAY OR<br>VALUE | GROSS<br>PAY OR<br>VALUE |
|--------|------------------|-------|----------------------------|--------------------------|
|        |                  |       |                            |                          |
|        |                  |       |                            |                          |
|        |                  |       |                            |                          |
|        |                  |       |                            |                          |
|        |                  |       |                            |                          |
|        |                  |       |                            |                          |
|        |                  |       |                            |                          |
|        |                  |       |                            |                          |
|        |                  |       |                            |                          |
|        |                  |       |                            |                          |
| TOTALS |                  |       |                            |                          |

\* Minimum Wage Unless Licensed Professional Working in Area of Expertise

**PLEASE SECURE BOTH SIGNATURES IN SPACES BELOW:**

Employee or Volunteer's Signature

Supervisor's Signature (from Local Government)

**Note:** Work described in Individual Accountability Report (IAR) must also be listed on the Expenditure Report.

CN-0429 (Rev. 08/05)

RDAs 2314 and 2316

# REIMBURSEMENT REQUEST PROCEDURES

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**\*\*NOTE: Reimbursement Requests totaling LESS THAN \$2,500 will not be processed. Please do not submit a Request until the expenditures total \$2,500 or more.**  
***\*DO NOT BIND THE REIMBURSEMENT REQUEST DOCUMENTATION\****

All required forms are to be filled out neatly, correctly, and completely with appropriate signatures where necessary. Incorrect, incomplete, or illegible forms cannot be processed. They will be returned to the grantee for correction and resubmission.

The following procedures must be followed when requesting grant payment:

1. All required documentation (i.e., **Request for Grant Reimbursement, Expenditure Report, Individual Accountability Report (IAR)**, copies of invoices and canceled checks, etc.) must be completed and submitted with each reimbursement request. Support documentation should be included in the order it is listed on the **Expenditure Report**.
2. The **Individual Accountability Report** is submitted only for labor expenditure reimbursement. This applies to volunteer, in-kind, and force account labor. It is not necessary to submit invoices or canceled checks with this form; however, IAR's must be listed on the corresponding **Expenditure Report**. **The identification number for an individual can be their social security number or the last four digits of their drivers license number.**
3. Grant payments are made electronically to the account specified on the **Authorization Agreement for Automatic Deposits (ACH Credits)** form, which was completed with the grant contract.
4. Please use the blank forms provided as master copies.
5. Any questions regarding this information should be directed to the Account Technician, Grants Administrator, or Director of the Recreation Educational Services Division, Tennessee Department of Environment and Conservation, (615) 532-0748.
6. Grantees must submit a reimbursement ending June 30th, for each fiscal year when expenditures have been incurred.

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## INSTRUCTIONS FOR THE EXPENDITURE REPORT

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1. **GRANT NUMBER:** The grant number is located in the top right corner of the first page of the grant contract.
2. **Line Item:** One **Expenditure Report** is to be used for each specific line item per reimbursement request. For example, if the budget has three line items and there have only been expenses in two of the line items, an **Expenditure Report** would need to be completed for each line item for a total of two. Line Items are located on the Budget Sheet (Attachment A) of the grant contract.
3. **Project Title:** This is the title of the project as it was stated in the original application.
4. **Date:** This is the date payment was made.
5. **Invoice Number:** This is the tracking number placed on the invoice by the vendor. Copies of appropriate invoices and canceled checks **MUST** be attached to each **Expenditure Report** in the order in which they are listed. Copies of purchase requests are not acceptable in lieu of invoices. If the expense is listed on an IAR, "IAR" should be marked in the "Invoice Number" column of the **Expenditure Report**.
6. **Vendor:** List the name of the vendor/employee receiving payment. This name should correspond with the name on the check. If the expenditure is listed on an IAR, the employee or volunteer's name should be used.
7. **Item Description/How Used:** The product(s) purchased or the service(s) performed are listed here.
8. **Amount Paid:** This is the actual amount being requested for reimbursement for this **Expenditure Report**. This amount will not necessarily be the total amount of the check or invoice; therefore, if this is the case, please indicate how much is being claimed for reimbursement.
9. **Check Number:** This is the number of the check used to pay the referenced vendor. A copy of the canceled check (front and back) **MUST** be attached to the **Expenditure Report**. If checks are unavailable from the bank, a bank statement with a copy of the check on it is sufficient.
10. **Audit Memo:** This column is for RES's use.

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# INSTRUCTIONS FOR REQUEST FOR GRANT REIMBURSEMENT

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1. **Name and Address of Grantee:** List the name and address of the grantee (i.e., City of XYZ, P.O. Box 123, Anytown, TN 12345).
2. **Request Number:** This is the sequential number of the reimbursement request. For example, if one request has been previously sent, then that request would be Request Number 1. The next request would be Request Number 2, then Number 3, etc.
3. **Request Ending Date:** This is the date of the last expenditure item listed on the **Expenditure Report**.
4. **Grant Number:** This is the number found at the top right corner of the first page of the grant contract.
5. **Vendor Number:** This is the grantee's federal tax ID number.
6. **Grant Term:** This is the project term, found in section C of the grant contract.
7. **Contact Person:** List the name of the person to contact with questions or requests for information concerning the project/reimbursement requests.
8. **Phone Number:** This is the phone number of the contact person.
9. **Line Items:** Each line of the grant contract budget is a line item. For example, if "paving" is the first line item of the contract budget, then the first line of any **Request for Grant Reimbursement** would be "paving". All line items should be listed on each **Request for Grant Reimbursement** submitted, even if reimbursement is not being claimed for all line items.
10. **Total Contract Budget:** This column lists the total amount budgeted for each line item.
11. **YTD Actual Expenditures Through (MO/DAY/YR):** This column is the actual total amount spent per line item to the date the **Request for Grant Reimbursement** is submitted. The amount recorded here should not exceed the budgeted line amount, even though actual expenditures may exceed this amount.
12. **Prior Reimbursement Requests:** This column should reflect the total amount per line item previously requested for payment.

## **INSTRUCTIONS FOR THE REQUEST FOR GRANT REIMBURSEMENT (CONTINUED)**

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13. **Total Current Expenditures:** This column refers to the amount requested per line item for this invoice. For example, if \$2,500.00 of \$6,000.00 budgeted for a line item is being requested with this invoice, then \$2,500.00 is to be entered in this space.
14. **Grantee's Authorized Signature:** This is the signature of the Mayor, or County Mayor, whichever is appropriate. This section must be completed or the request will be returned.
15. **RES Authorized Certification:** This section is for the Director of RES's Signature. It is not to be filled in by the Grantee.

**3.04 UNSETTLED CLAIMS**

**ISSUE DATE: OCTOBER 1, 2008**

**MARK TUMMONS, CPRP,  
DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** RES may deny or suspend program eligibility or withhold grant funds to any grantee against which the State has an unsettled financial claim.



# **STEP 4**

## **PROJECT COMPLETION**

### **RESPONSIBILITIES**



4.01 GENERAL CLOSEOUT PROCEDURES

ISSUE DATE: OCTOBER 1, 2008

MARK TUMMONS, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION

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**POLICY:** Project must be physically complete by the last day of the grant term.

**A. PROCEDURES FOR CLOSEOUT OF GRANT CONTRACTS:**

1. Submission of the Project Completion Certification (PCC) form to RES by the grantee no later than the last day of the grant contract. The scope of the grant project must be physically complete.
2. No more than 85% of the grant will be reimbursed prior to submittal of the PCC by the grantee and final inspection by PARTAS consultant.
3. Final reimbursement must be submitted no later than 45 days after the last day of the grant term and shall contain no billings dated later than the last day of the grant term.
4. PARTAS consultant conducts and approves final inspection before final reimbursement and closeout.
5. Amendment requests must be submitted to RES at least 120 days prior to the end of grant term.
6. Closed but incomplete projects will be documented in the grant file, which **may adversely effect future grant applications.**
7. The Notice of Limitation of Use (NLU) must be on file with RES.

**B. ELIGIBILITY PROCEDURES FOR GRANTEEES TO APPLY IN THE CURRENT YEAR GRANT CYCLE:**

For eligibility in the current year grant cycle, the following are needed to closeout the contract:

1. The PCC form must be submitted no later than 30 days before the grant application deadline of the year the grantee intends to apply for a new grant. The scope of the grant project must be physically complete.
2. No more than 85% of the grant will be reimbursed prior to submittal of the PCC by the grantee and final inspection by PARTAS.
3. Final reimbursement shall contain no billings dated later than the last day of the grant term.
4. Submittal of PCC form by grantee and final inspection must be conducted and approved by the appropriate PARTAS consultant before final reimbursement and closeout.
5. Final reimbursement requests must be submitted no later than 60 days from the application deadline date.
6. Budget/Scope amendments must be submitted 30 days prior to the application deadline or 120 days prior to the end of the grant term, whichever comes first.
7. Closed but incomplete projects will be documented in the grant file, which **may adversely effect future grant applications.**



## TENNESSEE LPRF, LWCF, NRTF & RTP PROGRESS/FINAL SITE INSPECTION REPORT

This inspection is conducted to compare and evaluate the developments actually accomplished on site with that specified in the project documentation. A copy of this report must be filed in support of a request for final payment.

FINAL \_\_\_\_\_ PROGRESS \_\_\_\_\_

PROJECT \_\_\_\_\_ DATE \_\_\_\_\_

GRANTEE \_\_\_\_\_ COUNTY \_\_\_\_\_

PROJECT TYPE: ACQUISITION: \_\_\_\_\_ DEVELOPMENT: \_\_\_\_\_ GREENWAYS/TRAILS: \_\_\_\_\_

NEXT INSPECTION DUE DATE: \_\_\_\_\_

GRANT NUMBER(S) OF PREVIOUS PROJECTS AT SAME SITE: \_\_\_\_\_

|     |   | YES | NO | COMMENTS |
|-----|---|-----|----|----------|
| 1.  | Is a (temporary/permanent) acknowledgment sign displayed?   |     |    |          |
| 2.  | Is an Equal Employment Opportunity Commission and Title VI sign displayed at site(s) location?<br>* Please note location. |     |    |          |
| 3.  | Is (Has) the development being (been) completed according to approved plans?  |     |    |          |
| 4.  | Is project in accordance with current contract and site plan?   |     |    |          |
| 5.  | Is the site used for public recreation only with no other use evident?  |     |    |          |
| 6.  | Is progress on schedule?  |     |    |          |
| 7.  | Is the quality of the site and the development satisfactory?  |     |    |          |
| 8.  | Is there adequate protection for natural features of the site?  |     |    |          |
| 9.  | Are the utility lines pertaining to the project scope underground?  |     |    |          |
| 10. | Is the project site free from safety hazards?   |     |    |          |
| 11. | Are facilities ADA accessible and usable with ADA signage?  |     |    |          |
| 12. | Is a current project boundary map on file with RES?   |     |    |          |

TDEC/RES INSPECTOR: \_\_\_\_\_  
SIGNATURE TITLE

ACCOMPANIED BY: \_\_\_\_\_  
SIGNATURE TITLE

ACCOMPANIED BY: \_\_\_\_\_  
SIGNATURE TITLE



DEPARTMENT OF ENVIRONMENT AND CONSERVATION

**PROJECT COMPLETION CERTIFICATION**

**INDICATE APPLICABLE GRANT PROGRAM:**

☐ LPRF    ☐ LWCF    ☐ NRTF    ☐ RTP

Grantee: \_\_\_\_\_

Project Title: \_\_\_\_\_

Grant Number: \_\_\_\_\_

Site Location: \_\_\_\_\_

County: \_\_\_\_\_

Phone Number: \_\_\_\_\_

The grantee certifies that the above mentioned project has been completed in accordance with the grant contract executed between \_\_\_\_\_ (Grantee) and the Tennessee Department of Environment and Conservation dated the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_; that all funds allocated for the project were expended pursuant to the grant contract; that all goods and services for accomplishment of the project were negotiated and procured in accordance with applicable law and funding program requirements; that the project was completed on \_\_\_\_\_ (Date) which was on or prior to the completion date specified in the grant contract.

\_\_\_\_\_  
Printed name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grantee's Authorized Representative's Signature  
(usually the Mayor)

\_\_\_\_\_  
Date

TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION  
**POST COMPLETION SELF INSPECTION REPORT**



**INDICATE APPLICABLE GRANT PROGRAM:**

☐ LPRF ☐ LWCF ☐ NRTF ☐ RTP

|                           |   |
|---------------------------|---|
| <b>Grantee:</b>           | <b>Date of this Inspection:</b>                         |
| <b>Grantee's Address:</b> | <b>Grant Number:</b>                                    |
| <b>Grantee's Contact:</b> | <b>Phone Number: (     )</b>                            |
| <b>Title:</b>             | <b>Fax Number: (     )</b>                              |
|                           | <b>E-Mail:</b>  |
| <b>Park Name:</b>         | <b>Previous Inspection Date:</b>                        |
|                           | <b>Inspection Type: _____</b>                           |
|                           | <b>Inspector:</b>                                       |
| <b>County:</b>            | <b>Grant Number(s) of Previous Grants at Same Site:</b> |
| <b>Grant Term:</b>        | <b>Funded Amount:</b>                                   |
| <b>Project Scope:</b>     |   |

| FINDINGS: (If applicable check and provide comments)   | Yes | No |
|--|-----|----|
| 1. All facilities and elements in the project scope are present and operating.   |     |    |
| 2. Boundary map markers are established and/or visible.  |     |    |
| 3. Property is being used for its intended purposes (e.g., no conversions, no exclusive use, and cables are buried underground). |     |    |
| 4. Property is maintained so as to be attractive and inviting to the public.   |     |    |
| 5. Site is kept in reasonably safe repair and condition.   |     |    |

|  |  |  |
|--|--|--|
| 6. Staffing and servicing of facilities and/or programs appear to be adequate.   |  |  |
| 7. Site is open to the public year round during reasonable hours.  |  |  |
| 8. Area is properly signed to allow for user information, safety, and scheduling.  |  |  |
| 9. Required grant acknowledgement sign is posted at the park.  |  |  |
| 10. Required Title VI and Section 504 signs are posted:<br>( Check appropriate box(es) ).<br>at the park _____ at the park office _____ at courthouse _____    |  |  |
| 11. No evidence of discrimination was observed (Title VI, handicapped and/or non-residents).   |  |  |
| 12. Facilities are open and to all persons regardless of race, sex, age, ability level or residency.   |  |  |
| 13. Facilities and programs are accessible to persons with disabilities.   |  |  |
| 14. Fees and/or reservation system are in compliance with grant standards (fees charged to non-residents cannot exceed twice the amount charged to residents). |  |  |

List any special comment or any circumstances about this project (i.e., pre-existing wiring, easements, facilities, approved conversions, etc.):

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The following items marked must be submitted to RES by the grantee: (To be completed by TDEC/RES.)

Current boundary map \_\_\_\_\_

Survey \_\_\_\_\_

Next Inspection Due Date (Year): \_\_\_\_\_

For TDEC RES Only

TDEC/RES Inspector: \_\_\_\_\_

Signature

Date

Reviewed In-house \_\_\_\_\_

Date

On-site inspection \_\_\_\_\_

Date

Filed by: \_\_\_\_\_

Signature

Title

Date

cc: National Park Service (if applicable)

Grantee

## Required Signage at Grant Sites

**Funding Acknowledgement:** This project is funded in part by a grant from the (choose either “Local Parks and Recreation Fund (LPRF)” or “Land and Water Conservation Fund (L&WCF)” administered by the Recreation Educational Services Division, Tennessee Department of Environment and Conservation. Other funding sources may be added to project signage per other funding source requirements (see “optional” below on signage example).

(Any other additional information about applicants is at the community’s discretion.)

### Other information that is required to be posted:

**Equal Employment Opportunity** poster must be displayed at project site or at the city/county/municipal/state building.


**Section 504 of the Rehabilitation Act of 1973 (ADA of 1990):** This act assures that no qualified disabled person will, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal Financial assistance.

**Title VI of the Civil Rights Act of 1964:** Assures that no person in the United States will, on the ground of race, religion, color, or national origin, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal Financial assistance.

*Note: if the above (EEO, Section 504, and Title VI) are posted onsite or elsewhere (City Hall, park office, etc.,) they will not need to be included in the sign below.*

**Size requirements:** Minimum two- (2) foot by two- (2) foot is preferred at the project site.

### EXAMPLE:

| Your Project’s Name   |  |
|---|--|
| This project is funded in part by a grant from the (choose either “Local Parks and Recreation Fund (LPRF)” or “Land and Water Conservation Fund (L&WCF)” administered by the Recreation Educational Services Division, Tennessee Department of Environment and Conservation. This project is in compliance with Section 504 of the Rehabilitation Act of 1973 (ADA of 1990) and Title VI of the Civil Rights Act of 1964. |  |
| <b>OPTIONAL</b><br>  | <b>Funding has been provided as follows:</b><br>L&WCF or LPRF                      \$ 100,000<br>Local Funds                                \$ 100,000<br><br>Total Project Cost                        \$ 200,000 |



4.02 SITE DEVELOPMENT AND CONTROL

ISSUE DATE: OCTOBER 1, 2008

MARK TUMMONS, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION

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**POLICY:** As the site of the grant project is dedicated to public recreation in perpetuity, the grantee is responsible for developing and maintaining said site in accordance with the following:

- a. Hours of operation are to be reasonable and convenient to the public. The site is to be managed and maintained in a safe and attractive manner appropriate for use by the general public.
- b. All facilities are to be open and accessible to the public on a non-exclusive basis without regard to age, gender, ethnic origin, religion, or physical limitations.
- c. All facilities must be in compliance with the ADA and Uniform Federal Accessibility Standards, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973. All federally required postings must be in place as well.
- d. Fees (if any) must be reasonable and non-discriminatory to non-residents of the city/county. Higher fees may be charged for non-residents; however, they cannot exceed twice that charged to residents.
- e. As the project site is dedicated to public recreation, the project land (as defined by the project boundary map) may not be converted to any other use than its intended use.
- f. Underground wiring must be used in conjunction with project scope and contract unless official justification is approved by state and/or federal government.

The project site dedication is to be verified by a recorded legal instrument, *Notice of Limitation of Use*, filed with the Registrar of Deeds in the county where the project site is located. The *Notice of Limitation of Use* must either be attached to the deed or referenced in the deed.

**PROCEDURE:** The grantee will work in conjunction with the appropriate PARTAS consultant during the project development to insure that the above requirements will be met. The Grants Administrator will monitor this process.

**REFERENCE DOCUMENT:** Americans with Disabilities Act of 1990, Uniform Federal Accessibility Standards, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973.

**4.03 MAINTENANCE**

**ISSUE DATE: OCTOBER 1, 2008**

**MARK TUMMONS, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** The grantee must have a site-appropriate maintenance plan in place, which assures that all grant projects will be managed in a safe and attractive manner appropriate for public use.

**PROCEDURE:** The appropriate PARTAS consultant will monitor the project site and other recreation sites under the grantee's jurisdiction and provide guidelines and standards for such plans. Each grantee must have a routine maintenance schedule.

#### 4.04 INSPECTIONS

ISSUE DATE: OCTOBER 1, 2008

MARK TUMMONS, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION

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**POLICY:** The appropriate PARTAS consultant may conduct inspections to insure that the project is being developed/maintained according to contractual guidelines and established policies. The types of inspections are as follows:

- a. Progress Inspections (as needed)
- b. Final Inspection is conducted after grantee submits Project Completion Certification (PCC) form. (Required.)
- c. Post-Completion Inspections are conducted every five years. (Required)

**PROCEDURE:** The appropriate PARTAS consultant may schedule Progress inspections with the grantee. The purpose of these inspections is to provide the grantee hands-on assistance during project development. Obstacles or difficulties may be referred to the Director of RES. The Tennessee L&WCF/LPRF/NRTF/RTP Progress/Final Site Inspection Report will be utilized (see Section 4).

The Final Inspection will be made upon notification from the grantee, by the submittal of the Project Completion Certification (PCC) form, that the scope of the grant project is physically complete. Problems may be referred to the Director of RES. The Tennessee L&WCF/LPRF/NRTF/RTP Progress/Final Site Inspection Report will be utilized to record the findings of these inspections (see Section 4).

Post-Completion Inspections conducted every five years following the project's completion to insure that the project site is being maintained and used in accordance with established policies. The Tennessee L&WCF/LPRF/NRTF/RTP Post-Completion Inspection Report will be utilized (see Section 4). These inspections may be conducted through a TDEC self-inspection process by the grantee, or by RES staff.

The Grant Inspection process will be monitored by the Grants Administrator and reviewed by the Assistant Director.

#### REFERENCE DOCUMENT:

**NECESSARY FORM:** L&WCF/LPRF/NRTF/RTP Progress/Final Site Inspection Report (see Section 4), Progress Completion Certification form.

L&WCF/LPRF/NRTF/RTP Post Completion Inspection Report (see Section 4)

**4.05 PROJECT COMPLETION CERTIFICATION**

**ISSUE DATE: OCTOBER 1, 2008**

**MARK TUMMONS, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** Upon actual physical completion of the scope of the grant project, the grantee must submit to the Account Technician the Project Completion Certification form (see Section 4). This should be included with the final reimbursement request.

**PROCEDURE:** Upon receiving the Project Completion Certification form, the appropriate PARTAS consultant will perform the final inspection.

**REFERENCE DOCUMENT:**

**NECESSARY FORM:** Project Completion Certification (PCC) form (see Section 4).

**4.06 PROJECT GRAND OPENING/DEDICATION CEREMONY**

**ISSUE DATE: OCTOBER 1, 2008**

**MARK TUMMONS, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** Upon actual physical completion of the scope of the grant project, RES requests the grantee conduct a grand opening/dedication ceremony for the project or land acquisition. The grand opening/dedication ceremony is an important opportunity to build legislative support and community support to parks systems within the state.

**PROCEDURE:** Upon completion of the project or land acquisition, the grantee with schedule a grand opening/dedication ceremony inviting RES representatives, legislative representatives of the community, local dignitaries, and media.

# APPENDIX A

## CONSERVATION COMMISSION AND GRANT INPUT COMMITTEE

## CONSERVATION COMMISSION/GRANT INPUT COMMITTEE 5.0

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## CONSERVATION COMMISSION/GRANT INPUT COMMITTEE 5.0

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### 5.01 CONSERVATION COMMISSION/GRANT INPUT COMMITTEE

ISSUE DATE: OCTOBER 1, 2008

MARK TUMMONS, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION

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**POLICY:** The Conservation Commission, among many of its duties, is to develop, review and assist TDEC in the application, award, and administration procedures of various grant programs. The Conservation Commission is made up of a diverse composition to include, but not limited to, park and recreation professionals, government officials, conservation and environmental professionals and lay persons, dependent on region, interests, size of community, economic conditions, etc.

**PROCEDURE:** The Conservation Commission meets 4 times annually to review, among other items, issues/concerns regarding various grant programs. The Commission will make recommendations that will be considered in the finalization of procedures for various grant programs.



**5.02 MEMBERSHIP**

**ISSUE DATE: OCTOBER 1, 2008**

**MARK TUMMONS, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** Members of the Commission are appointed by the Governor and will be limited to 15 voting members representing three Grand Divisions of the State including all four metropolitan areas. Term of membership for voting members will be three calendar years. Non-voting or Ex-Officio members will consist of the Commissioner of TDEC, Deputy Commissioner of Conservation, RES staff, and others as requested, which may include: one representative of the TDEC-OGC, one representative each from TDOA and TWRA and one Parks and Recreation professional.

**PROCEDURE:** Commission appointees will receive formal notification of their appointment to the Commission by letter from the Governor.

**REFERENCE DOCUMENT:**

**NECESSARY FORM:**

**5.03 DUTIES AND RESPONSIBILITIES**

**ISSUE DATE: OCTOBER 1, 2008**

**MARK TUMMONS, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** The Conservation Commission is an advisory body for various TDEC programs and includes RES grant program review.

**PROCEDURE:** The Commission will review and make recommendations on changes and/or revisions to various grant programs at the meetings, or through any other means of communication deemed necessary (i.e., called meetings, electronic mail, mass mail-outs, conference calls and/or faxes, etc.). The recommendations will be addressed to the Director of RES. It is the responsibility of each committee member to consider the overall benefit of the proposed action for the entire State, rather than the effect the proposed action will have on the member's own community or organization.

## CONSERVATION COMMISSION/GRANT INPUT COMMITTEE 5.0

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### 5.04 CONSERVATION COMMISSION EXECUTIVE OFFICERS

ISSUE DATE: OCTOBER 1, 2008

**MARK TUMMONS, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** The Conservation Commission Executive Officers will consist of a Chair, Vice-Chair, and a Secretary. Voting members of the Commission will hold these positions.

**PROCEDURE:** The voting members of the Commission will elect the Conservation Commission Executive Officers. The Chair of the Commission will be responsible for facilitating the meeting and for formalizing Commission recommendations.

The Vice-Chair will assume the duties of the Chair in the event the Chair resigns as such, or is unable to attend a meeting. Additionally, the Vice-Chair will assume the duties of the Secretary in the event he/she is unable to attend a meeting. In the event both the Chair and the Secretary are absent, the Chair will appoint someone from the voting members to act as Secretary while the Vice-Chair assumes the duties of the Chair.

The Secretary is responsible for keeping and subsequently distributing the minutes of each meeting. In the event the Chair and Vice-Chair are unable to attend a meeting, the Secretary will act as Chair, and will appoint someone from the voting members to act as Secretary.

## **CONSERVATION COMMISSION/GRANT INPUT COMMITTEE 5.0**

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### **5.05 SUNSHINE LAW**

**ISSUE DATE: OCTOBER 1, 2008**

**MARK TUMMONS, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** The meetings of the Commission will be open to the public in accordance with TCA 8-44-101 et seq. otherwise known as the Sunshine Law.

Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee Department of Environment and Conservation does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission of access to, or treatment or employment in its programs, services or activities. Equal Employment Opportunity/Affirmative Action inquiries or complaints should be directed to the EEO/AA Coordinator, Office of General Counsel, 401 Church Street, 20<sup>th</sup> Floor L & C Tower, Nashville, Tennessee 37243, 1-888-867-7455. ADA inquires or complaints should be directed to the ADA Coordinator, Human Resources Division, 401 Church Street, 12<sup>th</sup> Floor L & C Tower, Nashville, Tennessee 37243, 1-866-253-5827. Hearing impaired callers may use the Tennessee Relay Service (1-800-848-0298).



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